

# TraceForce LHD Standard Reports

## Minimum Requirements:

- Access through MI Login to DHHS Contact Tracing (TraceForce)
- **LHD Supervisor** or **Volunteer Supervisor** permissions

## Finding the LHD Reports in TraceForce

### Step 1:

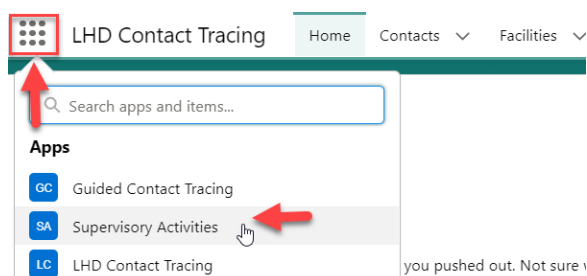
Sign into  
MILogin  
then DHHS  
Contact  
Tracing

<https://milogin.michigan.gov/>



### Step 2:

Select  
"Supervisor  
y  
Activities"

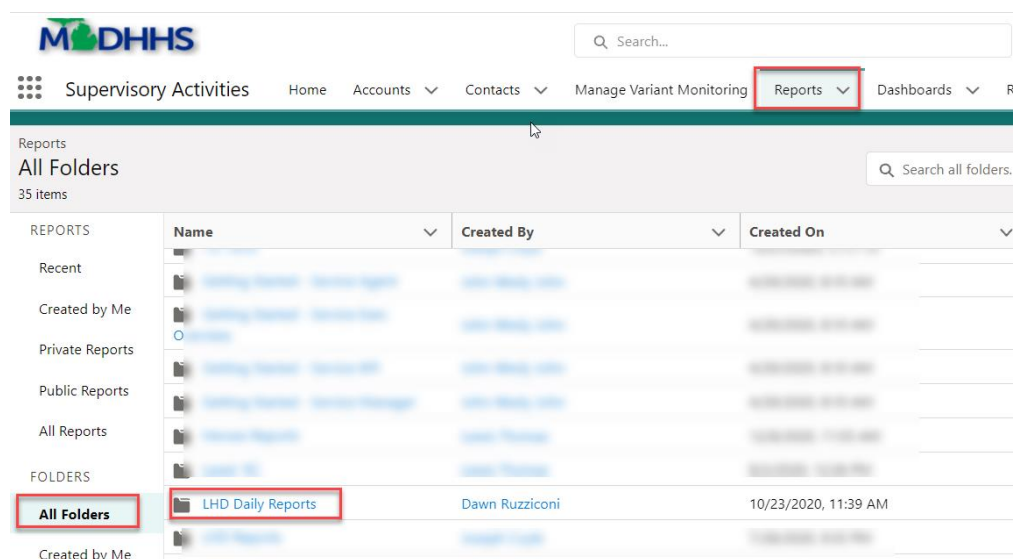


### Step 3:

Click on  
**Reports**  
tab.

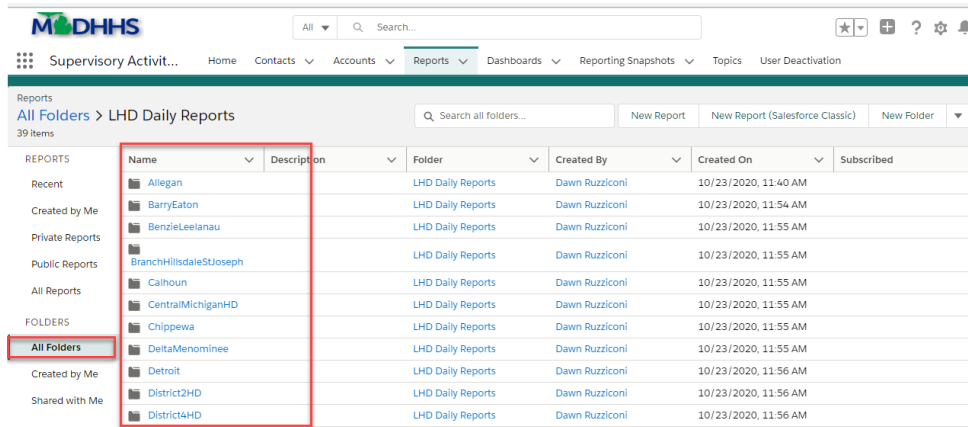
Navigate to  
**All Folders**

Then click  
on the LHD  
Daily  
Reports  
folder



## TraceForce LHD Standard Reports

**Step 4:**  
**Open the**  
appropriate  
County/LH  
D folder



REPORTS	Name	Description	Folder	Created By	Created On	Subscribed
Recent	Allegan		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:40 AM	
Created by Me	BarryEaton		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:54 AM	
Private Reports	BenzieLeelanau		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:55 AM	
Public Reports	BranchHillsdaleStJoseph		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:55 AM	
All Reports	Calhoun		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:55 AM	
	CentralMichiganHD		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:55 AM	
FOLDERS	Chippewa		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:55 AM	
All Folders	DeltaMenominee		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:55 AM	
Created by Me	Detroit		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:56 AM	
Shared with Me	District2HD		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:56 AM	
	District4HD		LHD Daily Reports	Dawn Ruzziconi	10/23/2020, 11:56 AM	

### Available Standard Reports

- **Classroom Exposures – All Time**

This report shows all students/minors for your county in TraceForce with a named school by exposure type.

- **LHDAdverseFiles\_TFReport**

This report contains all adverse outcomes from active monitoring calls for the county by date range. There are instructions for changing the date range below.

- **LHD daily report**

This report contains all activity with the county contacts over the past 5 days. There are instructions for changing the date range below.

- **Recent Classroom Exposures**

This report shows students/minors for your county in TraceForce with a named school by exposure type and are currently in monitoring.

## TraceForce LHD Standard Reports

### Classroom Exposures – All Time *or* Recent Classroom Exposures

#### Step 1:

Open the Report

It will execute automatically – wait for the page to populate

REPORTS	Name ↑	Folder	Description	Created By	Created On	Subscrib
Recent	Classroom Exposures - All Time		All Students with school named by exposure type, for specific county Exposure type not equal "" OR "No - not a classroom exposure"	Pamela Vandongen	10/15/2021, 2:46 PM	
Created by Me						
Private Reports						
Public Reports						
All Reports						

#### Step 2a:

Export the report to Excel, click drop-down arrow next to the **Edit** button, then **Export**

↑	▼	Contact Tracking
0	MANUAL	
0	MANUAL	
0	MANUAL	
0	MANUAL	
0	AUTOMATIC	Left Message
0	AUTOMATIC	Left Message

## TraceForce LHD Standard Reports

### Step 2b:

Then select **Details Only**, and click **Export**

Export

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Export View

Formatted Report

Export the report, including the report header, groupings, and filter settings.

Details Only

Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format: Excel Format .xls

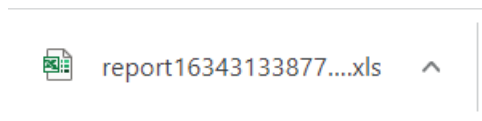
Encoding: ISO-8859-1 (General US & Western Europ)

Cancel Export

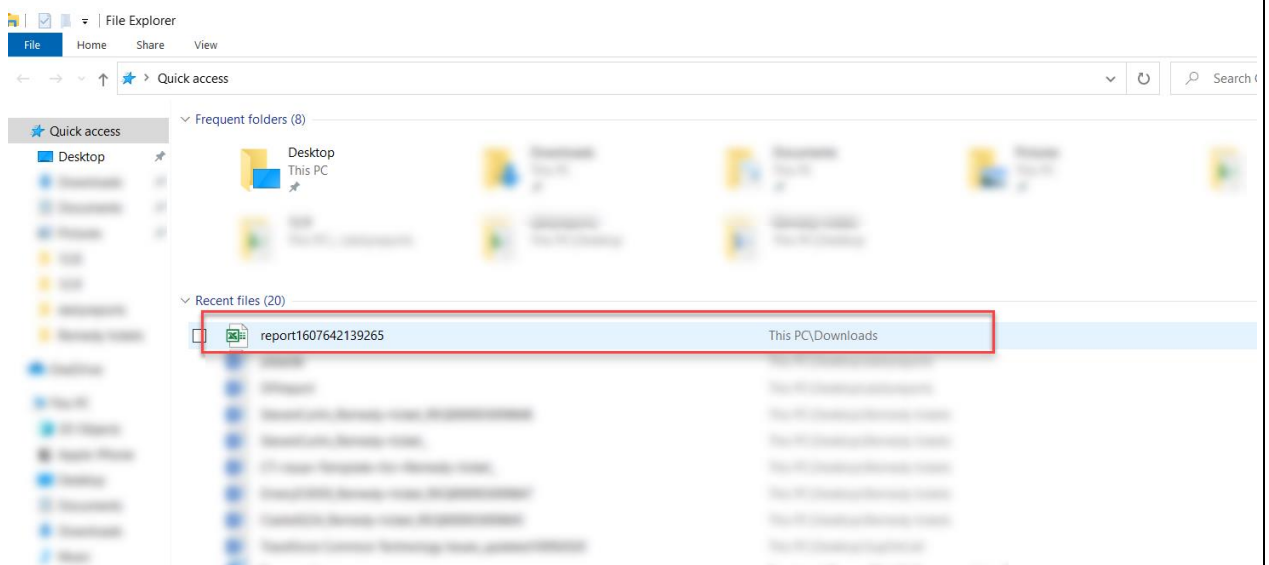
### Step 3:

Open the file in **Excel**.  
(these exported reports will not be saved in TraceForce).

The report will download to your default download location. In Chrome browser the downloaded file may appear in the bottom left-hand corner of your browser window as follows:



or locate it in your Recent files directory:



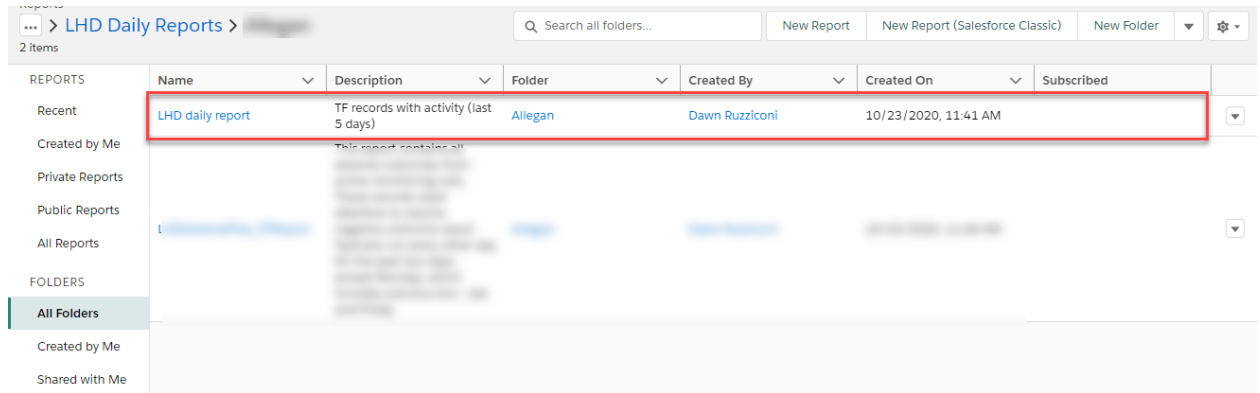
(Classroom Exposure Reports)

## TraceForce LHD Standard Reports

### LHDAdverseFiles\_TFReport or LHD Daily report (editing, saving, and exporting)

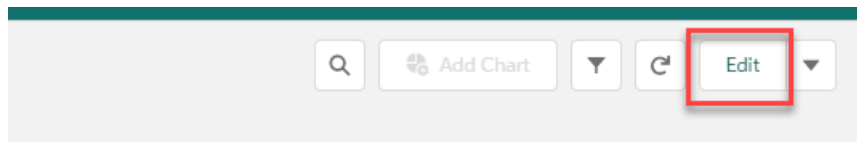
#### Step 1:

Open the Report



#### Step 2:

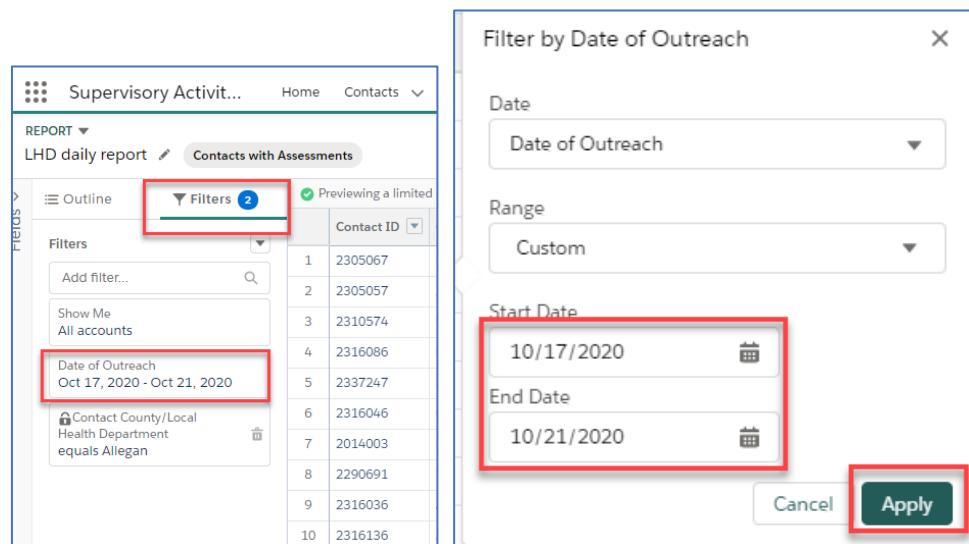
Click the **Edit** button on the upper right side of the table header



#### Step 3:

Once the edit panel opens, click on the **Filters** tab.

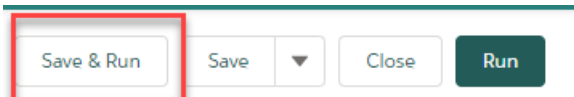
Click on "Date of Outreach", change Start and End Date as desired, then click **Apply**



## TraceForce LHD Standard Reports

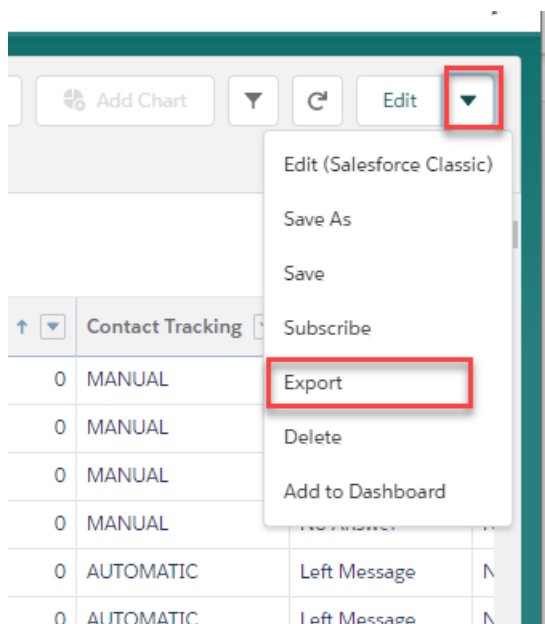
### Step 4:

Click the **Save & Run** button in the upper right side of the table header



### Step 5a:

To export the report to MS Excel, click the drop-down arrow next to the **Edit** button, then choose **Export**



## TraceForce LHD Standard Reports

### Step 5b:

Then select **Details Only**, and click **Export**

Export

Export View

Formatted Report

Export the report, including the report header, groupings, and filter settings.

Details Only

Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format: Excel Format .xls

Encoding: ISO-8859-1 (General US & Western Europ)

Cancel Export

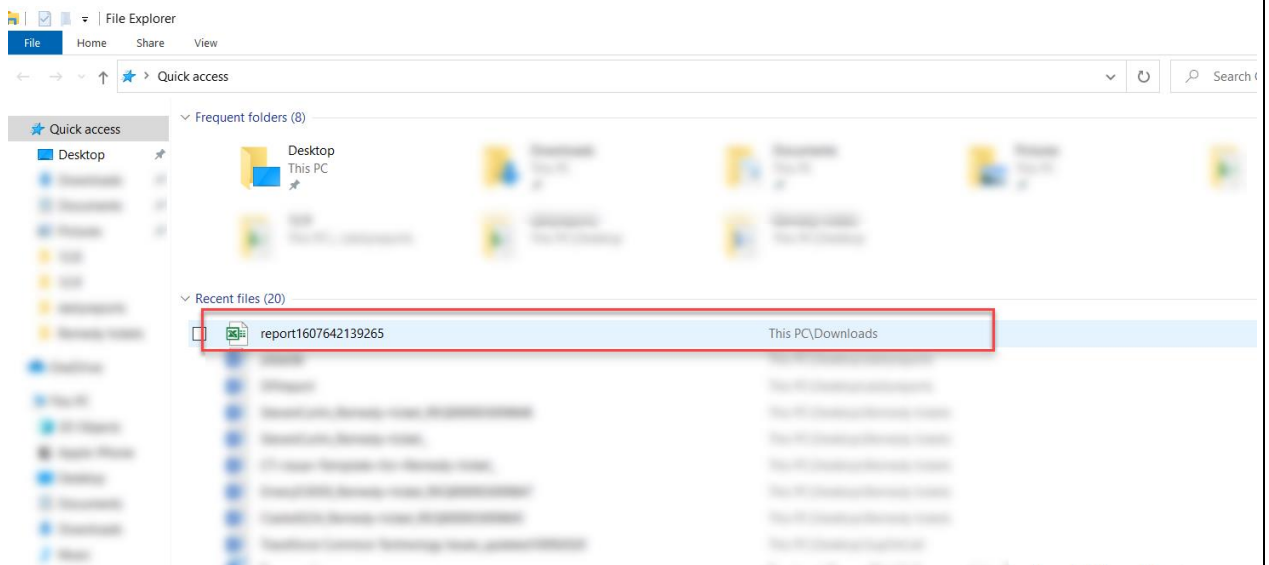
### Step 6:

Open the file in **Excel**.  
(these exported reports will not be saved in TraceForce).

The report will download to your default download location. In Chrome browser the downloaded file may appear in the bottom left-hand corner of your browser window as follows:



or locate it in your Recent files directory:



(LHD Daily reports)